Procurement & Payables

EXPO 17

King County

How to
Request a New Contract Agreement

For exempt contracts or contracts not to exceed $10,000...

1. Log in to Procurement Administration at
   procurement.kingcounty.gov/ProcureAdmin

   - Your username is your email

   - Your password stays the same - it *doesn't* automatically update when you change your computer password

   - Email procurement.web@kingcounty.gov to request a username and password

2. Select **Service Requests** (left)

3. Select **Create Oracle Contract Agreement** (center)

4. Select the **Service Option** to tell us what kind of contract you want (Goods or Technical)

5. Provide a summary of what you need, including:

   - Supplier name, address, and phone number

   - Purchasing site (if known)

   - Short description of need

   - Effective dates desired

   - Contract Value

We'll get back to you within two days.

King County

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King County Procurement Administratio

You're In: Procurement Administration » Service Requests

Procurement Administration
Service Requests
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Waiver Log
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PCS Service Categories

Select a service below to begin the request process.

Go to PCS Intranet for detailed information about PCS services.

Procurement and Contract Services

| Solicitation |
| Subcontracting/Apprenticeship Opportunities Analysis Worksheet (SOAW) |
| Create Oracle Contract Agreement |
| Item Master Record |
| Waiver |

Talk to the Experts

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